



2015-16 Preschool Expansion Addendum #1 Frequently Asked Questions May 7, 2015

Applying for Preschool Expansion

1. Do you prefer that the Applicant use the RFA WORD Template?

You must submit the application in Microsoft Word and Excel. If you choose to use the RFA outline, you may replace the current language in short headings to save space. See Section 2.2 of the RFA for more information.

2. I want to be a subcontractor. Do I need to submit an application to the Department of Early Learning?

Subcontractors do not submit an application to the Department of Early Learning. If you are interested in subcontracting, contact your local ECEAP Contractor. Let them know of your interest and ask to be an ECEAP subcontractor as part of their application. Applicants cannot be both an ECEAP Contractor and Subcontractor once their application has been approved for 2015-16. See Section 1.7 of the RFA for more information.

3. When listing grants or contracts an Applicant has managed, does that refer to professional or training contracts, subcontracts, licensing agreements, etc.?

According to RFA section 3.6, the Applicant must list contracts or grants the Applicant has managed during the last five years that relate to the Applicant's ability to perform ECEAP services. If a training contract or subcontract relates to your ability to perform ECEAP services you would include that.

4. Can I access previous ECEAP expansion proposals to see how DEL awarded points to each section?

The ECEAP Request for Applications, requirements and scoring are different from year to year. This means that the 2014-15 applications differ from the 2015-16 applications. Requirements and points awarded for sections are not the same from year to year. Once a contract has been awarded, DEL can release proposals under the Public Records Act ([Chapter 42.56 RCW](#)) but DEL wants to be sure applicants understand that since the points and requirements for each section are different between 2014 and 2015, it would not be useful to use 2014-15 applications as a guide for successful 2015-16 applications.

5. If we plan to enroll 3 year olds and apply for only 37 slots, will we be excluded from this funding?

According to Section 1.7 of the RFA, Applicants that choose to maintain an adult to child ratio of 1:9 in the classroom may submit an application with a minimum of 36 slots. Otherwise, each

contractor must have a minimum of 40 total new and existing ECEAP slots after expansion.

6. Can contractors operate a center ages birth to 6 years, and contract with DEL for ECEAP?

Yes. DEL wants to increase the opportunities for eligible children to access ECEAP services through licensed child care providers. See Section 3.5 of the RFA for more information.

7. What is the minimum number of slots a contractor can request?

Section 1.7 of the RFA states, "Each Contractor must have a minimum of 40 total new and existing ECEAP slots after expansion. There is no slot minimum per ECEAP site; the 40 slot minimum is per Contractor. Organizations that cannot serve 40 slots alone, are encouraged to affiliate with another organization to apply and share infrastructure costs, or seek Subcontractor status with an existing ECEAP Contractor that is applying for ECEAP expansion slots. Exception: Applicants that choose to maintain an adult to child ratio of 1:9 in the classroom may submit an application with a minimum of 36 slots."

8. If you have three year olds in one classroom, is the total classroom size 17?

The maximum classroom size for any ECEAP class is a maximum of 20 with an adult child ratio of 1:10.

Subcontracting

9. I want to offer Extended Day slots. Can I subcontract with an ECEAP Contractor that offers Part Day slots?

Yes. It is possible for an ECEAP Contractor to offer Part Day slots and subcontract with another organization to provide Extended Day slots.

10. I want to submit an application to become an ECEAP contractor. If I am not selected, can I be part of an application with another organization to apply to become an ECEAP contractor?

DEL encourages applicants to consider whether they are ready to be a contractor prior to submitting their Application. See Section 1.7 of the RFA.

11. We unsuccessfully tried to contact local ECEAP and Head Start providers to request their support to apply to be a contractor. Do we need that contractor's approval to become a contractor or subcontractor?

Yes. Successful partnerships in local communities are essential. Section 1.7 of the RFA states, "Applicants must have signed letters of support and collaboration from neighboring Head Start/ECEAP organizations."

12. On the Site Information form, question #14E: When a subcontracted site is requesting expansion slots for multiple models, how do we indicate the subcontracted amount, since the amounts vary by model? What is the best way to do this so it will accurately transfer to the budget worksheet?

A weighted average can be used to report the per slot amount passed through to a subcontractor. Using a weighted average is accurate since the budget sheet groups

subcontracted site budgets together across all models. Also, since the Site Information form identifies slots by model and site, DEL is able to identify the information driving the per slot rate.

There are two ways to calculate the weighted average:

Simple Method

Divide the total dollar amount passed through to the subcontractor by the total number of slots, regardless of the model. For example, if a subcontractor is passed through a total of \$150,265 for offering 10 Part Day slots and 5 Extended Day slots, then the weighted average amount per slot equals $\$150,265 / (10 + 5) = \$10,017.67$.

Alternative Method

Establish a pass-through amount per slot by model. For example, if a subcontractor is passed through \$7,331 for 10 Part Day slots and \$15,391 for 5 Extended Day Slots, then the weighted average amount per slot is $((\$7,331 \times 10) + (\$15,391 \times 5)) / (10 + 5) = \$10,017.67$.

This will not create issues with the application budget worksheet. The budget worksheet groups all subcontracted site budgets together, across all models. The Site Information form asks for a breakout of slots by model by site, so DEL retains visibility over what is driving the reported subcontracted amount per slot.

Early Achievers Rating

13. By what date must a site reach a Level 4 or 5 Early Achievers rating if they open a new classroom at this site?

Section 1.7(C) and 3.5(G)1 of the RFA state that all new 2015-16 ECEAP sites must rate Level 4 or 5 by August 1, 2016. Sites operating ECEAP prior to July 1, 2015 must rate Level 4 or 5 by January 1, 2016. These timelines are subject to change based on legislation.

14. I've been rated through Early Achievers, but won't know my rating until June 15th. Can I still apply?

Yes. Applicants must submit specific information about actual sites, which includes Early Achievers participation status of each site that will have ECEAP slots. See Section 1.7 of the RFA.

15. My center was rated a Level 3 in Early Achievers. We will not be rated again until 2017. Does this mean I shouldn't apply for ECEAP slots?

Sites that are not rated a Level 4 must go through the rerating process to meet the rating levels and timelines outlined in Section 1.7 (C) and 3.5(G)1 of the RFA. These timelines are subject to change based on legislation. At this time, individual sites must pay for the rerating unless they reach a different agreement with their ECEAP Contractor.

16. We have a child care site rated Level 3 that is currently providing ECEAP services. We want to apply for expansion slots. Is the expectation that they will be re-rated at Level 4 or 5 by January 1, 2016?

No. Section 1.7 (C) and 3.5(G)1 of the RFA state that all new 2015-16 ECEAP sites must rate Level 4 or 5 by August 1, 2016. Sites operating ECEAP prior to July 1, 2015 must rate Level 4 or 5 by January 1, 2016. These timelines are subject to change based on legislation.

17. We expect to be rated by September 2015. What if we rate a Level 3?

Sites that do not rate a Level 4 or 5 in Early Achievers may need to work on remedial activities. Section 1.7 (C) and 3.5(G)1 of the RFA state that all new 2015-16 ECEAP sites must rate Level 4 or 5 by August 1, 2016. Re-rating timelines are subject to change based on legislation.

Models

18. Are we able to combine Part Day, Full School Day, and Extended Day slots in the same classroom?

No, currently the data system (ELMS) cannot link three types of models to one classroom. However, you can have classes that use any two models. For example, Full School Day and Extended Day, Full School Day and Part Day, or Extended Day and Part Day.

19. Can I offer ECEAP classroom services in the evening or weekends?

No. ECEAP may not be the best choice for families that need non-standard hour care arrangements. The ECEAP requirements would be difficult to meet if children are attending a program overnight or during other hours where instructional time is limited or greatly reduced.

20. Can a licensed child care center receive funding for expansion slots?

Yes. DEL wants to broaden the mixed delivery system and increase the opportunities for eligible children to access ECEAP services through licensed child care providers. Section 1.7 of the RFA states, "Organizations applying to become ECEAP Contractors must agree to meet the minimum qualifications and requirements listed" in the application.

21. Are there different requirements for school districts and child care programs?

The ECEAP Contract and Performance Standards apply to all contractors and sites, regardless of location. See Section 1.7 of the RFA for more information about Minimum Qualifications.

22. In a mixed model, are we able to blend ECEAP-funded and Head Start-funded children?

Yes, you may have Head Start and ECEAP children in the same classroom. However, children may not be simultaneously enrolled in ECEAP and Head Start. Please refer to ECEAP Performance Standard B-101 Eligibility for ECEAP Services. You must describe cost allocation methods to ensure that ECEAP pays no more than the proportion of total costs related to eligible children. See Fiscal Management in Section 3.7 of the RFA.

Part Day to Full Day Slots

23. Is funding available for conversion of Part Day to Full School Day or Extended Day?

DEL is not funding conversions of slots from Part Day to Full School Day or Extended Day in this round of expansion.

24. Can current ECEAP Contractors apply for expansion slots in areas where we currently have Part Day slots? Can we keep the current Part Day slots and serve them in another location or subcontract in a different service area?

Yes. If an applicant applies for expansion at sites where current Part Day slots are located, it is the Contractors' responsibility to locate new sites for those Part Day slots. See Section 1.4 of the RFA for more information.

25. Can a contractor give back Part Day slots with the intent of applying for new Full School Day or Extended Day slots?

It is important that applicants apply for the number and model of slots that they can best serve. Returning Part Day slots to DEL will not guarantee DEL will fund any new slots.

26. Although the questions about conversion are on the Site Information form, we are not allowed to apply to convert Part Day slots to Full School Day or Extended Day slots, correct?

This is correct. DEL has updated the Site Information form. See the revised form on the DEL website.

27. If we are a current ECEAP Contractor that wants to move away from offering Part Day services to Full Day services what can we do?

You may continue to serve the Part Day slots and apply for additional Full School Day or Extended Day slots.

2015-2016 Part Day Slots

28. If we have existing Part Day slots, are we required to increase the length of time we serve children each day? If so, will there be increased funding?

No, you are not required to increase the length of time for existing Part Day slots. All new Part Day slots for the 2015-16 school year require a minimum of three hours per class session, a minimum of 360 hours per year, and a minimum of 30 weeks. See Section 1.4 of the RFA for more information. It is likely there will be a requirement for increased hours in the future for all Part Day slots, including existing slots, that operate at the current minimum of 2.5 hours per class session.

29. If you add 2 slots to an existing Part Day classroom, will the classroom need to be 3 hours?

Yes. Organizations implementing a Part Day model with 2015-16 expansion slots will provide high-quality, comprehensive preschool services a minimum of three hours per class session, a minimum of 360 hours per year, and a minimum of 30 weeks. See more information in Section 1.1 of the RFA.

30. I am already an ECEAP contractor serving three hours a day at 320 hours per school year. I understand by applying for additional slots I will need to serve children for 360 hours. Which means extending my staff by about 3 weeks, is this correct?

It is up to individual contractors how they will increase total hours. Some may choose to add an additional class day each week, others may choose to extend the weeks of service. See Section 3.5 of the RFA.

Start Dates

31. Why do the programs that start Nov. 30 have to be fully enrolled in ELMS by September 30?

All children must be enrolled in ELMS by September 30, with expected start dates, even if they will start class on November 30. See Section 1.7 of the RFA for more information.

32. How do we know if we are in an area that will receive more slots?

Applicants will receive slots based on the total points in their application. DEL awards points for the completeness and quality of responses. Areas of highest need are indicated in the DEL Saturation Study data. The [ECEAP Saturation Study by District](#)

Licensing

33. If a Full School Day classroom is run by a school district, but not in a school district building, do they need to go through Expedited Licensing? What if the classroom is in a school district building?

Sites offering the Full School Day model must complete the DEL Expedited Licensing process. Currently, if the ECEAP class is directly operated by a school district, regardless of where the classroom is located, they may apply for an exemption from licensing. This may change with the new contract year and the Early Start Act.

34. If an existing site opens a new classroom within the existing site, will the applicants need to submit certificates of occupancy and floor plans for the site?

Section 3.4 of the RFA states: "Applicant must submit specific information about actual sites which includes a floor plan and certificate of occupancy for each site that is not licensed or exempt from licensing according to [RCW 43.215.010](#), to verify sufficient square footage."

35. Do I need to know the exact location of slots for the ECEAP expansion?

Yes. Section 1.7 of the RFA states, "Applicants must submit detailed plans for recruiting eligible children and families, including strategies and locations."

Budget/Funding

36. If a child is eligible for ECEAP and also qualifies for Working Connections, would we only bill for ECEAP dollars? The family would no longer use Working Connections dollars.

Yes. DEL is implementing a combined funding model approach to support Full School Day and Extended Day models. This funding strategy braids state ECEAP dollars and federal CCDF dollars at the state level (at DEL) and provides successful Applicants with a single contract based on a combined cost-per-child for a year of service. See Section 1.2 of the RFA.

37. If I run a childcare, will I receive WCCC subsidies for ECEAP only children or child care children?

If you apply for and receive Extended Day slots you will receive one payment for all ECEAP children that combines the ECEAP funding and the Working Child Care Connections (WCCC) dollars. Your center would continue to bill Working Connections for non-ECEAP slots and for hours outside of ECEAP hours.

38. Can you break out the \$250 per child rate for comprehensive services?

We do not break that out by area of service in the budget. Assumptions are included in the sample budgets. The budgets posted on the website are sample budgets only.

39. How does the 15% indirect cap align with the new Uniform Guidance that requires all grants awarded that have any federal funds to pay the FULL indirect cost rate of the grantee?

The guidance to use no more than 15 percent of contracted funds for administrative or overhead costs aligns to state and federal requirements.

40. Is the 15 percent administrative rate the same for contractors and subcontractors?

Section 3.7 of the RFA states, "No more than 15 percent of contracted funds may be used for administrative or overhead costs." You will need to work closely with your subcontractors to monitor fiscal practices to ensure this cap is met.

41. Is there any guarantee for funding past 2015-2016?

No. Any contract awarded as a result of this procurement is contingent upon the continued availability of funding. See Section 1.3 of the RFA. In addition, funding and contractual requirements may change due to new legislative requirements that may become codified and applicable after this RFA is issued.

42. Will the Family Child Care rate be the same as the Extended Day rate?

Yes. The rates for Extended Day ECEAP slots are the same for slots in licensed family child care homes or licensed centers. Contractors receive an average of \$15,391 per child with some variations due to regional rates. Please note that this is the contractor rate, not subcontractor rate. Subcontractor rates are determined by the contractor based on administrative and supportive services provided by the contractor. See Section 1.4 of the RFA for more information.

43. If there are no regional rates, does that mean that the stated average for Full School Day and Extended Day will actually be the universal rates?

DEL is exploring funding models and options for Full School Day and Extended Day for the 2015-16 school year.

44. Do the slot rate estimates for Full School Day and Extended Day reflect tiered reimbursement rates?

Yes. The per child rates for Full School Day Model and Extended Day Model include tiered reimbursement.

Other

45. Can a contractor transport children from a nearby area that has more need for ECEAP slots?

Applicants must submit detailed plans for recruiting eligible children and families, including strategies and locations. See Section 1.7 of the RFA. Applicants must have signed letters of support and collaboration from neighboring Head Start/ECEAP organizations. See Section E of the RFA.